



STEP-BY-STEP GUIDE

1. Print the Move-In/ Out Quick Reference sheet
2. Add all deadlines to your calendar.
3. Complete your forms.
4. Verify you have completed all items on your checklist.

TIPS

1. Read all emails from Show Management!
2. Be sure to order by the advanced deadlines for the best rates
3. Use www.LCTSHOW.com as a resource. You'll find:
 - **Online Submission Forms** - Submit your Public Directory Form, Emergency Contact Form and others online.
 - **Current Floorplan** - Check out the latest configuration.
 - **Sponsorship Information** - From bag stuffers to networking events, investing in a sponsorship opportunity will increase your onsite exposure.
 - **Downloadable Banner Ads and Show Logo** - Let your website visitors know they can see you at the LCT Show by adding one of these free banner ads to your site.
 - **Seminar Schedule** - Don't forget that your exhibit pass includes the seminars. Attend these to get a better understanding of your client's needs.
 - **Everything Included in this Kit**